



## REPORT TO CITY COUNCIL

**DATE:** JUNE 12, 2019

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** GREG RAMIREZ, CITY MANAGER 

**BY:** KIMBERLY M. RODRIGUES, CITY CLERK 

**SUBJECT:** APPROVAL OF FOURTH AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES, WITH ECS IMAGING, INC., FOR ELECTRONIC DOCUMENT IMAGING (SCANNING) AND INDEXING SERVICES

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On June 13, 2018, the City Council approved the Third Amendment to the Agreement for Consultant Services, with ECS Imaging, Inc., for Electronic Document Imaging (Scanning) and Indexing Services. The scope of services of the RFQ/P allows for the City to increase or decrease the budgeted amount for the additional periods and the agreement was increased by \$10,000, for a total of \$50,000 for the 2018-2019 period. The amendment is set to expire on June 30, 2019.

The terms of the original agreement allow for the City, at its option, to extend the agreement upon providing written notice of its intent to the consultant, not less than thirty (30) days prior to the expiration of the initial term. The City forwarded a formal letter of intent to the consultant, ECS Imaging, Inc., on May 9, 2019, to extend the Agreement for another term, ending June 30, 2020.

ECS Imaging, Inc., was in accord with the extension, at the same Consultant prices and conditions, and returned the signed letter of intent, to extend the agreement to another term for the 2019-2020 period, in the amount of \$50,000.

The proposed amendment to the agreement has been reviewed by the City Attorney and approved as to form.

### RECOMMENDATION

Staff respectfully recommends the City Council approve the Fourth Amendment to Agreement for Consultant Services, with ECS Imaging, Inc., to extend the Agreement for Electronic Document Imaging (Scanning) and Indexing Services to another term, ending June 30, 2020, in the amount of \$50,000.

Attachment: Letter of Intent dated May 9, 2019  
Third Amendment to Agreement for Consultant Services



*"Gateway to the Santa Monica Mountains National Recreation Area"*

May 9, 2019

ECS Imaging, Inc.  
Attn: Debbi Bodewin, EVP  
5905 Brockton Avenue, Suite C  
Riverside, CA 92508

**Subject: Extension of Consultant Services Agreement**

The *Agreement for Consultant Services*, for Electronic Document Imaging Scanning and Indexing Services, is set to expire June 30, 2019.

As per the terms of the agreement: the City may, at its option, extend the agreement an additional term of one year upon providing written notice of its intent to extend the Agreement to the Consultant not less than thirty (30) days prior to the expiration of the Initial Term. Such extension shall be at the same price and conditions as set forth in the agreement.

**This letter serves as the City's formal written notice of its intent to extend the Agreement for another term to June 30, 2020. If you are in accord with this extension, please sign and return this cover letter with the enclosed amendment.**

Enclosed, please find the *Fourth Amendment to Agreement* for your signature. Please return the amendment, along with the appropriate certificates of insurance, on or before May 30, 2019, so that we may formally present it to the City Council for approval. Once approved, a fully executed copy will be returned to you for your files.

Should you have any questions regarding this agreement, please contact me at (818) 597-7303. We look forward to your continued service with the City of Agoura Hills!

Sincerely,

*(In accord with the extension)*



Kimberly M. Rodrigues, MPPA, MMC  
City Clerk



Debbi Bodewin, ECS Imaging, Inc.

Dated: 5-17-19

Enclosures

**FOURTH AMENDMENT TO AGREEMENT FOR CONTRACTOR SERVICES  
WITH THE CITY OF AGOURA HILLS**

<b>NAME OF CONTRACTOR:</b>	ECS Imaging, Inc.
<b>RESPONSIBLE PRINCIPAL OF CONTRACTOR:</b>	Attn: Debbi Bodewin
<b>CONTRACTOR'S ADDRESS:</b>	5905 Brockton Avenue Suite C Riverside, CA 92508
<b>CITY'S ADDRESS:</b>	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
<b>PREPARED BY:</b>	Kimberly M. Rodrigues
<b>COMMENCEMENT DATE:</b>	July 1, 2019
<b>TERMINATION DATE:</b>	June 30, 2020
<b>CONSIDERATION:</b>	Extend Contract for One Year per Original Agreement  Amendment Amount: Not to Exceed: \$50,000/yr

**FOURTH AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND CITY OF AGOURA HILLS**

**Electronic Document Imaging (Scanning) and Indexing Services**

THIS FOURTH AMENDMENT is made and entered into as of June 12, 2019, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and ECS Imaging, Inc., (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On May 14, 2015, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services" for Electronic Document Imaging (Scanning) and Indexing Services, in the amount of Forty Thousand Dollars and Zero Cents (\$40,000) with a termination date of June 30, 2016.

b. The Agreement allows for extending the agreement and the first extension was entered into, at the same price and conditions set forth in the original agreement, in the amount of Forty Thousand Dollars and Zero Cents (\$40,000) with a termination date of June 30, 2017.

c. The second extension was entered into, with an increase of \$10,000 for additional scanning services, in the amount of Fifty Thousand Dollars and Zero Cents (\$50,000), with a termination date of June 30, 2018.

d. The third extension was entered into with an increase of \$10,000 for additional scanning services, in the amount of Fifty Thousand Dollars and Zero Cents (\$50,000), with a termination date of June 30, 2019.

e. The parties now desire to extend the term of the Agreement, for a fourth extension, to June 30, 2020, at the same Consultant price and conditions set forth in the original agreement, in the amount of Fifty Thousand Dollars and Zero Cents (\$50,000) and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than June 30, 2020, unless sooner terminated pursuant to the provisions of this Agreement."

3. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the

above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The Fourth Amendment amount shall not exceed Fifty Thousand Dollars and Zero Cents (\$50,000), for the 2019-2020 year."

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect, including Attachment A (Scope of Services) and Exhibit B (Payment Rates and Schedules), hereby incorporated by reference.

**IN WITNESS WHEREOF**, the parties hereto have caused this **FOURTH** Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Linda L. Northrup,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
Date Approved by City  
Council \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

**CONTRACTOR**

ECS Imaging, Inc.  
Attn: Debbi Bodewin, EVP  
5905 Brockton Avenue, Suite C  
Riverside, CA 92506  
(951) 787-8768, x109

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**[Signatures of Two Corporate Officers Required]**